

SAMPLE LETTER FOR C&D PERFORMANCE SECURITY RETURN REQUEST

[COMPANY LETTERHEAD]

Date

Jason Behrmann, Administrative Analyst
City of Dublin
100 Civic Plaza
Dublin, CA 94568

Re: Request for Return of Performance Security Deposit
Construction Waste Management Plan

Project Name: _____

Address: _____

Form of Security Deposit (Bond, Money Order; Letter of Credit; Certificate of Deposit):

Bond Number (if applicable): _____

Dear Mr. Behrmann:

As required by the Construction & Demolition Debris Ordinance, we have recycled ____% of all construction debris on the above project. This is to request the return of our [monetary deposit or release of our Performance Security Bond] placed with the City of Dublin to assure our compliance with the City's construction debris recycling program.

Please find enclosed the completed Waste Reduction & Recycling form with the actual waste and recycling amount column filled in as required, along with the receipts from the [waste hauler, designated recycler and sub-contractors] which collected waste and recycling material from our project.

If you have any questions, please contact me at () _____.

Sincerely,

(Name)

(Title)

(Company Name)